

Goddard Space Flight Center
Exit Clearance Record for Onsite Contractors



Employee Name: _____

Organization Code: _____ Last Day of Duty: _____

Check One: Separation/Resignation Reassignment (to offsite location)

Other (Specify): _____

INSTRUCTIONS

CONTRACT PROJECT MANAGERS ARE RESPONSIBLE FOR ENSURING COMPLIANCE WITH ALL EXIT CLEARANCE REQUIREMENTS FOR THEIR EMPLOYEES.

PART I shall be routed in person by the departing employee on the LAST DAY of duty. The employee shall leave the completed form with the Contract Project Manager or designee.

PART II shall be completed by the Contract Project Manager or the person designated by the Contract Project Manager. It must be processed within the WEEK of the employee's actual departing date so that any outstanding obligations can be resolved before the employee physically leaves GSFC. **Part II shall not be completed by the departing employee.**

PART III shall be completed by the Contracting Officer's Technical Representative (COTR).

PART I – Contract Project Managers are ultimately responsible for ensuring that exit clearance requirements are satisfied by the departing employee. Part I shall be cleared in person by the departing employee on their last day between 8:00 am and 4:00 pm.

INFORMATION TECHNOLOGY AND COMMUNICATIONS DIRECTORATE
(Building 12, Room 132, x6-7342)

Cleared by

1. RSA SecurID Token

2. Deactivate all accounts via NASA Account Management System (NAMS)

SECURITY (BUILDING 9)

Cleared by

1. Security Debriefing

2. Badges - Returned

3. Public Key Infrastructure (PKI)

4. Keys and Keycards – Returned (Transfer Is Not Authorized)

5. Safe - Primary or Alternative Custodian

6. Classified Materials (Returned/Transferred/Destroyed)

7. Cryptographic Debriefing

Printed Name of Security Official

Signature

Date

PART II – shall be satisfied via telephone by the Contract Project Manager or the person designated by the Contract Project Manager. The departing employee shall NOT complete Part II. (Please have all areas cleared **BEFORE** departing employee’s last day.) The person who is filling out this section shall use the initial and date column to document the name of the person they spoke to in each area and the date they were cleared.

AREA AND TELEPHONE NUMBER	INITIAL	DATE
1. HEALTH AND SAFETY (EQUIPMENT) x6-6296		
2. ORGANIZATION ODIN REPRESENTATIVE (ODIN property i.e., computers, cell phones, pagers)		
3. LIBRARY (BOOKS) x6-7217		
4. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
5. TWO WAY RADIOS x6-5636		
6. RECORDS MANAGEMENT x6-4157, x6-7976, or x6-7395 (Requires completion of Form GSFC 22-68)		
7. COMSEC MATERIALS RETURNED (i.e., secure phone and key) x6-3435 or x6-8822)		

PART III - The Contract Project Manager shall forward this form to the designated COTR within one business day after all certifying signatures/validations are received.

COTR is responsible for disabling all applications that were not covered under a NAMS request.

Printed Name of COTR

Signature

Date